

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at [Company
Name] and am grateful for the support and guidance you and my colleagues
have provided.

I will ensure a smooth transition and am happy to assist in training my
replacement before my departure.

Thank you for everything. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]